



OANC QUICK TIPS

Published by the Office of ANC's



Quick Tip No. 2 (2023)

ANC Email: Folders

Folders are a great way to organize your emails for efficient reference and storage. You can organize emails by sender or topic. This quick reference will go over the following two features:

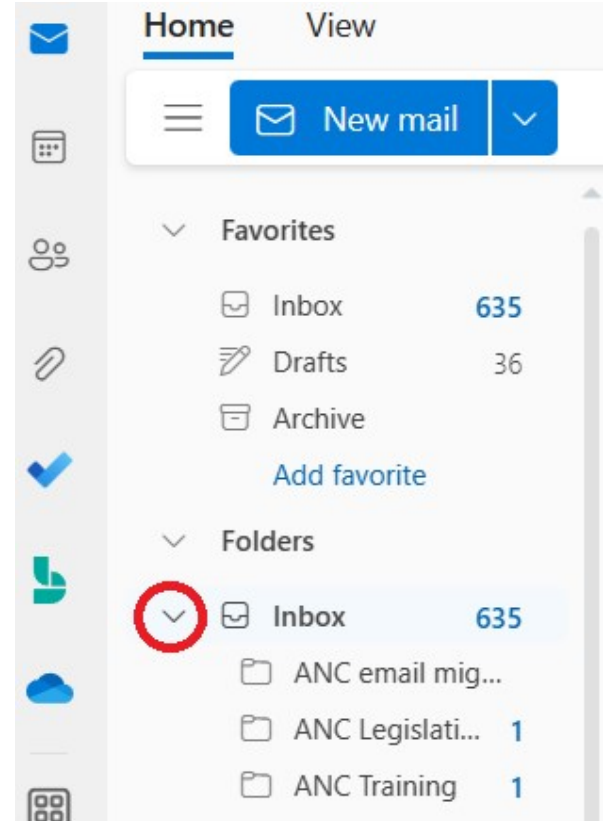
- Creating a folder; and,
- Setting up a rule to automatically move incoming emails to a folder.

No. 1 – Creating a Folder

Creating folders is easy, but before you begin keep the following email properties in mind. Folders display alphabetically, so think of a name for your folder in advance so that it will be ideally listed where you will look for it. It is also possible to create subfolders within folders so that you can group similar types of information together.

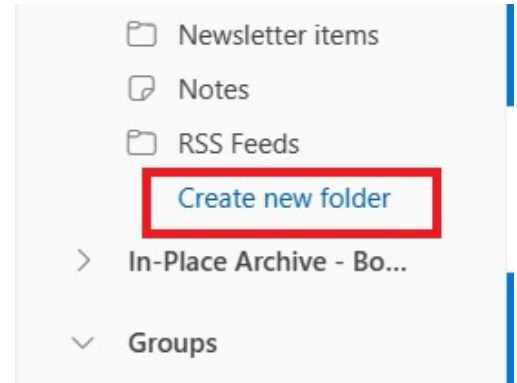
To get started, follow these steps:

- 1) Decide if you want your new folder to be a primary folder or a subfolder of your Inbox. To get a better idea of how your Inbox is organized, you can expand or condense your folder display by clicking on the arrows to the left of the existing Inbox folders (see image to the right).
- 2) For a new top tier, independent folder, right click on “Folders” in the menu, and then click on “Create new folder.”¹
- 3) A new text box will open at the bottom of the menu. Type in the title of the new folder and then hit the “Enter” key on the keyboard.
- 4) The new folder will sort alphabetically in the existing folder menu.



¹ Alternately, scroll to the bottom of the folder list and there will be a hyper link to create a new folder. After clicking the hyperlink, follow the steps above to create the new folder.

- 5) To create a sub-folder, right click on any existing folder. In the pop-up menu click the link “Create new subfolder.”
- 6) Follow the same steps as above to complete the subfolder creation.
- 7) Subfolders will sort alphabetically within an existing folder.
- 8) Congratulations! You have created a new folder.

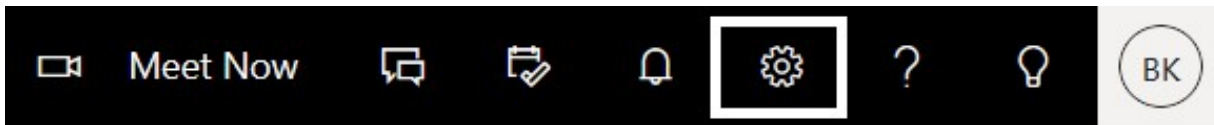


No. 2 – Creating a rule to automatically move emails to a folder

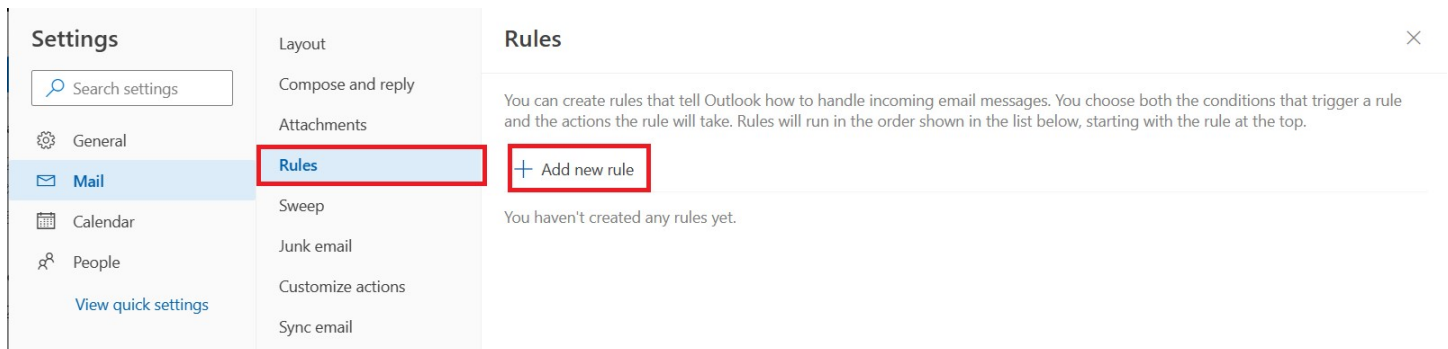
You may want to set up a rule to have all new emails from an individual on a specific topic automatically go to a folder. This can help with organization and quick retrieval. In our example below, we will set up a rule to have new emails from the Board of Zoning Adjustment (BZA) containing Notice of Hearing move to a folder automatically.

To get started, follow these steps:

- 1) Decide what folder you want Notices to go to. You may want to create a new folder titled: BZA Notices as a first step. If so, follow steps in No. 1 above.
- 2) Click on the Cog icon at the top right of your screen (see image below)



- 3) When the menu opens, scroll to the bottom and click on the “View all Outlook Settings” link. This will open a new window.
- 4) On the new window, look for and click on the “Rules” link.
- 5) Next, Click the “+ Add new rule” to start the process. (see below for example of where these links are located).



- 6) After clicking the “+ Add new rule” hyperlink, a new window will open. There are three decision areas that need to be completed:
 - a) No. 1: Name your rule. In our example, we have named the rule BZA Notice of Hearings. You can name your rule anything that makes sense to you.
 - b) Add Conditions: In our example, we have chosen to add the condition that “Notice of hearing BZA” must be contained in the Subject field.
 - i) **NOTE:** If you limit by subject, the words you choose must consistently be contained in the subject field for future emails. Emails without these words will not be moved.
 - ii) You can add additional conditions. For example, if the email is consistently sent from an individual, you can add a “From” condition and add their email address as a condition.
 - c) Add an action: In our example, we have chosen “Move to.” In choosing this action, the box to the right will ask you to identify which folder you want to move identified emails to. We have chosen a folder named BZA Notices which was previously created.
- 7) If you want past emails that meet the conditions of the rule to also be sent to the new folder, check the box “Run Rule Now.”
- 8) Lastly, click Save. Congratulations, you have just created a rule to move emails to a folder.

Rules

✓

BZA Notice of Hearings

✓

Add a condition

Subject includes

Notice of hearing BZA

Add another condition

✓

Add an action

Move to

BZA Notices

Add another action

Add an exception

✓

Stop processing more rules

✓

Run rule now

Save